

**ELECTRONIC RECORDER REGISTRATION
FOR WEDNESDAY, JULY 26, 2006 RETEST CERTIFICATION EXAMINATION**

Please read the following warnings and instructions before proceeding:

- Falsifying information on your registration will result in your exclusion from the certification program.
- Your employer must sign your registration and attach a request to obtain your temporary certification.
- Registrations will not be processed unless all requested information is provided. **Please fill in all blanks.**
- A \$60.00 registration fee is required by MCR 8.108(G)(3). Please send check or money order only, made payable to the "State of Michigan." **DO NOT SEND CASH. This fee is not refundable or transferable.**
- Completed registrations and the registration fee must be **postmarked** no later than June 1, 2006. Send to **Certification, PO Box 30048, Lansing, MI 48909.**

NOTE: Registration may close prior to the posted deadline due to limited seating.

Please check each part of the exam you need to retake. ☐ Transcription ☐ Written

IDENTIFYING INFORMATION (please print or type)

			Type of equipment used	
CER no.			Length of service with employer and title of position	
Date of birth			Firm identification no.	
Last name	First name	Middle initial	Name of employer, business, or court	
Residence address			Business address	
City and zip			City, county, and zip	
Area code and telephone no.	E-mail address	Area code and telephone no. / Area code and FAX no.		

Have you been convicted of a felony in the last two years? ☐ Yes ☐ No If yes, please specify the date, crime, court, and sentence:

EQUIPMENT

Please indicate your choice of equipment. **You must know Microsoft Word XP if you choose to use HOJ word processing equipment.** If you bring your own word processor, you must bring your CPU, monitor, keyboard, printer, 10' extension cord, and supplies.

☐ Own Word Processor ☐ Hall of Justice (HOJ) Word Processor ☐ Own Transcriber

EXAM LOCATION - State Court Administrative Office, Hall of Justice, 925 W. Ottawa, Lansing, Michigan

Scheduling information and materials will be sent to you approximately 2-3 weeks before the test.

☐ **For temporary official recorders only:** This applicant has the requisite skills and experience to fulfill the duties of official court recorder. Furthermore, the applicant will be under or will have access to instruction from a certified electronic recorder.

NOTE: An applicant will be permitted to take this examination only if he or she has submitted documentation to the State Court Administrative Office showing satisfactory completion of a post-high school board-approved workshop; course of study, or other board-approved workshop or course of study; or other board-approved curriculum. An applicant who currently holds a CSR designation is exempt from this requirement.

Date

Registrant's signature

Employer's signature for temporary certification

Employer's name and title (type or print)